

APPROVED

Town of Grantham Board of Selectmen Meeting Minutes May 27, 2020

The meeting of the Board of Selectmen was called to order at 5:00 PM on Wednesday, May 27, 2020, by Chairman Garland. As Chair of the Grantham Select Board, due to the COVID-19/Coronavirus and in accordance with Governor Sununu's Emergency Order #12 pursuant to Executive Order 2020-04, this Board is authorized to meet electronically, and these reasons shall be reflected in the minutes. Please note that there is no physical location to observe and listen comprehensively to the meeting, which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order, this is to confirm that we are meeting telephonically, the numbers were posted on the notice for the meeting as a toll-free number with a pin.

Present on the Call: Chairman Peter Garland; Selectman Constance Jones; Selectman Warren Kimball; Town Administrator Melissa White; Police Chief John Parsons; Transfer Station Supervisor Chris Scott; and Board Clerk Emily Owens

Public: Resident Andrew St. Peter

APPROVAL OF MINUTES

May 7, 2020, May 12, 2020 and May 13, 2020 - A motion was made by Selectman Kimball to approve the meeting minutes of May 7, 2020, May 12, 2020 and May 13, 2020 as written; seconded by Selectman Jones. *Unanimously approved by Roll Call.*

CONSENT CALENDAR

1. Payroll Manifest #593
2. Accounts Payable Manifest #720
3. Appointment to Office – Deputy EMD – Steven Schneider
4. Building Permits
 - a. M/L 222-148-005; 9 Pleasant Drive – Air Conditioning
 - b. M/L 216-135-000; 23 Robin Lane – Deck
 - c. M/L 225-047-000; 23 Hummingbird Hill – Generator
 - d. M/L 215-010-015; 615 Otter Road – Deck
 - e. M/L 223-052-000; 26 Whitetail Ridge – Generator
 - f. M/L 212-013-000; 1721 Route 10 North – Kitchen remodel
5. Correspondence
 - a. Deputy EMD, Ken Ryder – Email from Ken Ryder resigning from the position of Deputy Emergency Management Director and recommending Steve Schneider, the new GM/CEO of Eastman.
 - b. Dunbar Free Library – An email from Beverly Marshall providing a copy of a Letter to the Editor of the Valley News in response to an article published about Upper Valley Libraries still serving patrons.
 - c. Louise Valliere – An email from resident Louise Valliere, a Lebanon High School Math teacher, requesting permission to place a sign for graduating seniors at the entrance to Town Hall.

A motion to approve the Consent Calendar as written was made by Selectman Jones, seconded by Selectman Kimball. *Unanimously approved by Roll Call.*

APPROVED

PUBLIC HEARING:

Chair Garland opened the second Public Hearing to accept the gift of land from Andrew and Andrea St. Peter, located at 36 Greensward Drive; M/L 234-098. The first Public Hearing occurred on May 13, 2020. At this time, there were no comments from the public regarding this matter.

CITIZEN COMMENTS

Chair Garland invited members of the public on the conference call to speak, there being no comments, he proceeded to the next meeting item.

OLD BUSINESS

Class VI Portion of Miller Pond Road Utility Pole Relocation: After receiving approval from the Grantham Conservation Commission for the proposed relocation of the utility pole, Town Administrator White updated Consolidated, and they issued a work-order to complete the task. Additionally, Consolidated marked some trees for trimming to make the relocation process easier. Town Administrator White wants to verify with Consolidated what work they plan on doing since Miller Pond Road is a Class VI road.

Miller Pond Road Safety and Drainage Improvement Project: Town Administrator White said she requested Road Agent Jeff Hastings to contact the Engineer to help her with the coordination of this project.

Emergency Operations Plan Updates: There was no update to the Board, Town Administrator White will follow-up with David Beckley.

Hazard Mitigation Plan Updates: There is currently no update on this item.

NEW BUSINESS

Transfer Station – March & April Report: Transfer Station Supervisor Chris Scott provided the Board with revenue and expense reports for March and April. The Board, Chief Parsons, and Town Administrator White discussed the recent changes at the Transfer Station. The consensus on the call was that residents experienced some confusion in the beginning, but there had been no complaints regarding the reopening of recycling. However, Transfer Station Supervisor Scott spoke about reopening C&D and metal on June 13. He expressed concern about how residents are going to pay for items since the Transfer Station employees will not be taking checks. Transfer Station Supervisor Scott thought a written statement to hand to residents on how to obtain tickets would simplify the process. Town Administrator White agreed to provide a written document for Transfer Station employees to handout. Chair Garland asked about an automated system for buying tickets. Town Administrator White is already looking into an online option but will investigate a vending machine option, similar to what the Town of Sunapee has.

Trustees of the Trust Funds – Report as of April 30, 2020: The Board reviewed the April 30, 2020 report from the Trustees of the Trust Funds.

Town Administrator's Report – Town Administrator Melissa White: Town Administrator White updated the Board on her current activities, such as updating property files for the first issue tax bills. She

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discussed Louise Valliere request for a sign supporting graduating seniors. The Board expressed their support for the plan; Selectman Jones made a motion to allow the displaying of a sign supporting seniors, seconded by Selectman Kimball. *Unanimously approved by Roll Call.*

Town Administrator White informed that, again, this year, the Garden Club has donated plants and flowers around Town, and we continue to be appreciative of their efforts. American flags were placed on poles and around Town for Memorial Day. The Town provided the Boy Scouts with flags for the cemeteries, and they were replaced last weekend.

Town Administrator White mentioned that her computer is over eight years old, experiencing technical difficulties, and needs to be replaced. The cost would be roughly \$1,600, and she suggested that the Board approve the removal of funds from the Town Office Equipment Capital Reserve Fund, which currently has \$19,000. The Board agreed, Selectman Jones made a motion to authorize the Town Administrator to purchase a computer and seek reimbursement from the Town Office Equipment Capital Reserve Fund, seconded by Selectman Kimball. *Unanimously approved by Roll Call.*

Town Administrator White was asked by Attorney Sheridan Brown, who is working on the closing documents for the Sawyer Brook Headwaters parcel, to have the Board vote to authorize the Town Administrator to execute the final L-Chip grant agreement, the deed, and conservation agreement contingent upon his final review. The motion was made by Selectman Jones to authorize the Town Administrator to execute the final L-Chip grant agreement, the deed, and conservation agreement contingent upon Attorney Sheridan Brown's final review, seconded by Selectman Kimball. *Unanimously approved by Roll Call.*

The plexiglass for the Town Office windows has arrived and will be installed soon. An updated revenue report will be provided to the Board by the Town Administrator soon. She has asked Ken Story to provide monthly updates on the number of vehicle registrations, including comparisons to the same information last year. Town Administrator White expressed the need for a work session to discuss the budget for FY 20-21 and finalize what guidance the Board will provide to department heads. Chair Garland agreed and mentioned an article he had sent regarding a projected \$700 million shortfall in state revenues. The Board agreed to a June 3 meeting at 5:00 PM. Town Administrator White will ask Ken Story for an update on revenues for the July 8 Board of Selectmen's meeting, since the first tax bills are due July 7.

Town Administrator White is attending conference calls and keeping informed on the requirements for seeking reimbursement from FEMA and GOFERR for expenses incurred during the pandemic. She will continue to track the costs associated with COVID-19 and attend conference calls.

PUBLIC HEARING:

Chair Garland asked if anyone on the call wished to speak regarding the gift of land. There being none, Selectman Jones made a motion to close the Public Hearing to accept the gift of land from Andrew and Andrea St. Peter located at 36 Greensward Drive; M/L 234-098, seconded by Selectman Kimball. *Unanimously approved by Roll Call.*

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ADJOURNMENT

There being no further business, Selectman Kimball moved to adjourn, seconded by Selectman Jones; by unanimous roll call vote, the Board adjourned at 5:42 PM.

The next regular meeting of the Board of Selectmen will be held telephonically on **Wednesday, June 10, 2020**, at 5:00 PM. A work session meeting of the Board of Selectmen will be held telephonically on **Wednesday, June 3, 2020**, at 5:00 PM. Complete details on how to join either meeting will be included on the agenda, which will be posted at the Grantham Post Office and on the Town's website calendar at www.granthamnh.net/calendar.

Respectfully submitted,

Emily Owens
Board Clerk